



Department of Interior

Bureau of Land Management
Idaho, Nevada, Utah, Arizona

Bureau of Indian Affairs
Western Region

National Park Service
Intermountain Region
Pacific West Region

U.S. Fish and Wildlife Service
Mountain Prairie & Pacific Region
Pacific Southwest Region

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Intermountain Region

State Agencies
Idaho
Nevada
Utah

Date:

To: Wildland Fire Management RDA (MAC Decision Support Staff)

From: Coordinator, Great Basin Multi-Agency Coordinating (MAC) Group

Subject: Decision Support Center Letter of Expectations

Effective Date:

Given the current fire situation, we have a need for elevated levels of decision analysis and support to wildland fire managers and decision makers in our area. We have ordered your unit to establish and operate a Decision Support Center (DSC) to provide this support to incidents, agencies, and units currently involved in the present fire situation. Expectations for the DSC are described below. Your primary objectives are to coordinate decision support activities to improve situational understanding, improve agency administrators' and fire managed officer's situational awareness, increase opportunities for improved decision making, and build decision support capacity in our area.

Primary Expectations Include:

- **Decision Analysis Support**
 - Provide decision analysis information for emerging incidents in a relatively short time frame as requested by the Geographic Area MAC Group and/or Unit or Regional personnel.
 - Provide fire behavior analyses for on-going priority fires as needed.
 - Support smoke modeling as requested.
 - Provide more detailed or in-depth analyses in support of FBAN/LTANs on active incidents.
- **Decision Documentation Support**
 - Provide assistance with the application of analysis information to decision making and documentation in WFDSS, as requested by field users.
 - Aid in review of decision content in WFDSS as requested, and provide feedback to reviewer/approver.
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- **Information Dissemination**
 - Develop area-wide fire environment informational products for use to brief incoming IMTs or crews, as needed, including, but not limited to: fuel moisture conditions and trends; fire behavior projections; smoke dispersal trends.
 - Provide information to the field about the DSC, information about potential products, and contact information.
 - Provide training opportunities to within-area and out-of-area resources where feasible.
- **Situation Monitoring**
 - Provide assistance to all Agencies as requested.
 - Track documentation requirements in WFDSS for fires being supported, including decision approvals, periodic assessment due dates, etc.

Other Information about this assignment includes:

- **Coordination & Prioritization:**
 - DSC support will be prioritizing through the MAC Group Coordinator.
 - The DSC Coordinator will oversee/coordinate the following tasks:
 - May be asked to provide briefings to incoming fire management personnel and agency representatives.
 - May recommend and assist Predictive Services in the development of geographic area fire behavior alerts or other products.
- **Decision Support Center Key Contacts**
 - MAC Coordinator and support staff.
 - National, State, Regional and other Geographic Area personnel.
 - GACC Center Managers (Eastern Great Basin and Western Great Basin).
 - GACC Predictive Services Unit's (Eastern Great Basin and Western Great Basin).
 - Smoke management personnel.
 - WFDSS support personnel.
- **Meetings and Conference Calls**
 - Morning IC Call
 - Daily MAC Meetings/calls
 - Predictive Service coordination conference calls
 - GACC briefings, meetings and conference calls.
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- **Supervision and Administration**
 - The MAC Group Coordinator will be the primary contact for the DSC Coordinator.
 - DSC support staff will report to the DSC Coordinator.

- Scheduling and staffing of the DSC (hours, numbers of personnel required, etc. is the responsibility of the DSC Coordinator.
- The MAC Group Coordinator is responsible for approving time for the DSC Coordinator.
- The DSC Coordinator will approve time for the DSC personnel.
- DSC personnel will charge their time to the fire code provided by the MAC Coordinator.

- **Close-out**
 Upon departure the DSC Coordinator will provide the MAC Group Coordinator with:
 - Tracking spreadsheet showing all supported incidents, the personnel who worked on each incident, type of support provided,
 - A summary of training provided by the DSC (formalized training or shadow assignments from local unit).

/s/ _____

Great Basin MAC Coordinator

/S/ _____

DSC Coordinator